



JOB POSTING November 1st, 2016

Position: Night Dispatcher Part-Time

Dept: Transit

Position Responsibilities (include but are not limited to the following):

- Maintains radio communications.
- Schedules ADA trips.
- Dispatches incoming calls.
- Responsible for system safety and security as instructed.

Knowledge, Skills, and Abilities Required:

- Knowledge of policies, procedures and practices that impact the department.
- Ability to work well with others and to assist others cooperatively and courteously.
- Working knowledge of DOT regulations.
- Ability to answer multiple phone lines.
- Organizational skills.
- Customer satisfaction skills essential.
- Ability to prioritize assignments.
- Detail oriented.
- Good written and oral communication skills.
- Working ability to operate standard office equipment.

Minimum Qualifications:

Education/Training: High School Diploma or equivalent preferred.

Experience: Will train suitable candidate.

Working Conditions: Office Setting.

Physical Requirements:

- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see and hear within in normal ranges.

How to Apply: Applications/Resumes and professional references will be accepted online only at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Position will remain open until filled.